



PLEASE POST
CONTRACT OPPORTUNITY
TOWN OF MOULTONBOROUGH

Request for Qualifications
Town Engineer

The Town is accepting Statements of Qualifications (SOQs) from single firms or joint ventures seeking to serve as the Town Engineer for the coming 3 year period which may be extended for an equal term.

The work to be performed is general transportation and civil engineering (i.e. drainage, pavement preservation and reconstruction work), landscape architecture (i.e. recreation fields construction, reconstruction) and light architectural/structural analysis and design (i.e. bridges, roofs and building code compliance). Work will include planning, design and cost estimating, bidding and construction administration. The contract will be subject to negotiation of individual work orders. There is no guaranteed minimum amount of work guaranteed per year.

Firms, including consultants thereto, must have at least one professional in each required discipline registered within the state of New Hampshire and a minimum staffing complement of five persons. Although the registration requirements may be met through the use of consultants, the prime firm must meet the staffing requirements and provide a Project Manager/Client representative with at least a Professional Engineer (PE) registration.

Preference will be given to local firms (i.e. within fifty miles). Firms will only be considered local if their office is within the listed radius, or they have a locally independently operated branch and all of the design, coordination and management of projects will be accomplished in that office. Submissions must address the following:

- 1.) A history of the firm(s);
- 2.) A comprehensive list of similar projects (maximum twenty (20) in total for all types);
- 3.) Identification, resumé and role of the Project Manager(s) to be assigned;
- 4.) Identification, resumé and role of other individuals which may be assigned to the Town's Projects; and
- 5.) A listing of your last twenty projects including the original cost estimate, the contract award price (if it went to bid) , the final contract value, and the reason for any variance more than 5% therein.

Detailed information may be found at www.moultonboroughnh.gov (Paid, Volunteer, and Contract Openings). Selection will be conducted in accordance with standard NH DOT QBS criteria as may be modified to account for the non-highway projects that will be part of this contract. Five copies of the SOQs must be submitted to Mr. Carter Terenzini, Town Administrator, 6 Holland Street, PO Box 139, Moultonborough, NH 03254 by the close of business on Thursday, April 23, 2009.

Posted: Town Bulletin Boards (7)
SAU

Advertised: Meredith News & Carroll County Independent 03/26/09 & 04/02/09
Manchester Union Leader 03/29/09 & 04/05/09
Mailed: NHLGC Mailing List and Annual Conference Attendees
Web: Craigslist; winnipesaukee.com; NHLGC; Professional Firm Associations

**Sample Upcoming Project Information
From the 2009 Town Meeting**

ARTICLE 16

- a. Community Center Field and Playground Drive Field (soccer/multi purpose field construction, full 14 acre site drainage design at Route 109 and Playground Drive) \$300,000
- b. Bike/Multi Purpose Pathway (Phases 2 & 3) \$ 37,500

ARTICLE 17

Reroofing at the Town Hall/Municipal Complex \$132,500

ARTICLE 20

Road Projects \$375,671

Project Budget

Pavement Management System/GIS \$15,000

Safety Audits along Route 25 \$15,000

Paradise Drive (25% Engineering) \$25,000

Blacks Landing Rd (480' Rebuild; no paving) \$51,729

Krainewood Drive \$74,227

Hanson Drive \$91,680

Butternut Lane \$21,666

Driftwood Drive \$52,983

High Haith Road \$17,444

Asphalt Fuel Adjustor (3% Allowance) \$10,942

ARTICLE 21

Reconstruct Fox Hollow Road, its intersection with Route 25, and portions thereof, \$461,250

Typical A&E Expenditures

For the period of 2004 through 2008, the Town has annually expended a range of a \$46,000+/- to \$222,500+/- on A& E services. The average was \$142,000+/-.

Countdown to Hiring
Town Engineer

Mailings & Web Postings	March 24, 2009
1 st Advertising	March 26, 2009
BoS Establishes 3 to 5 Member Screening Committee*	April 2, 2009
Committee Finalizes Scoring Criteria	April 16, 2009
Screening Begins	April 23, 2009
Top Three List Identified & Sent to BoS	April 30, 2009
Top Three Interviews (Offer to Candidate)	May 7, 2009
Contract & Orientation w/Start	May 15, 2009

* Should contain members with project management and/or design/construction experience